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Job Description and Person Specification

Job Title – Course Leader – BA FINE ART

Job Description	
College/Service Central Saint Martins	**Location** Kings Cross Campus
Contract Length Permanent	**Hours per week/ FTE** 37 hours / 1.0
Accountable to Programme Director for Art	**Weeks per year** Full-Time - 52 weeks
Salary £49,534 - £59,644 per annum	**Grade** 6

Purpose of the role

The Course Leader position is a Senior Lecturer role with responsibility for academic leadership, teaching, course development and continuous improvement, and on-going scholarship. BA Fine Art is an undergraduate degree programme that sits within the Art Programme at Central Saint Martins. Senior Lecturers have designated responsibilities for academic leadership and course management and are part of the Programme Management Team.

You are responsible to the Programme Director for Art for -
* The academic leadership and management of BA Fine Art, including the maintenance and enhancement of standards and joint responsibility for the design, development and delivery of the curriculum.
* The day-to-day management of the course including all areas of learning, teaching and assessment of students as well as allocated resources.
* Initiating and lead on the development of the course community for the benefit of a whole cohort learning experience.
* Leading on continuous monitoring and enhancement and, accordingly, maintain records, liaising with colleagues as appropriate.
* Actively promote diversity and inclusivity in both teaching and curriculum management, working alongside the Programme Leadership to effect continuous improvement.
* Employing experience and expertise to expand the capacity of the course to explore current and emerging issues in contemporary art practice and theories.

As Course Leaser, you will work with and support a team devoted to equality, diversity and inclusivity in the sector. You will work collaboratively with your course team, deploying specialist expertise to develop pedagogy and the curriculum in innovative and critical directions. You will be a significant contributor to the student learning experience providing guidance, encouragement, motivation

and support for our students.

As Course leader, you are expected to uphold and implement the policies and procedures of University of the Arts London and the College.

Duties and Responsibilities

In consultation with academic, administrative, managerial and technical colleagues (as appropriate) to -

Academic
Contribute to the academic mission of the Programme and its implementation as an active participant within the University and College committee structures, ensuring clarity of identity, currency of subject agendas, relevance of learning methods and the fulfilment of appropriate standards at each level of study.

In liaison with the Programme Director and the Programme Management team, provide the academic vision for the Course.

Quality Management and Enhancement
Undertake the effective monitoring of the course and lead enhancement activities.

Contribute to, and where appropriate lead on the process of course development, minor modifications, major changes, validation, revalidation and review by the University and external agencies in liaison with relevant Deans/Associate Deans.

Analyse data on student progression and achievement with a view to identifying issues and trends and formulating appropriate action in response.

Contribute to the work of the academic committees of the University and, where appropriate (such as Course Committiees), act as Chair.

Curriculum Design, Content and Organisation
Ensure that the curriculum is relevant, current and consistent with the mission of the Programme and the vision for the course.

Ensure that the delivery of the curriculum is organised and resourced appropriately to the academic award, and to the learning styles and developmental stages of the students.

This course is delivered on campus at Central Saint Martins, Kings Cross site, with some online delivery. The Course leader will lead on the planning of learning and curriculum delivery. The Course Leader will liaise with Student Support, Academic Support, and Digital Learning Support to ensure that appropriate resources are in place to deliver a quality student experience.

Learning Teaching and Assessment
Ensure that the learning (teaching and assessment) methods employed on the Course are appropriate to; the academic award, resources allocated and the demands of the subject, and the learning styles and developmental stages of the students.

Plan and manage the assessment process for the Course, to comply with University policy and appropriate academic standards to ensure students are given constructive and timely feedback that helps them improve.

Contribute to University committees, such as Assessment Panels, Boards of Examiners and their sub-boards, as appropriate.

Undertake such teaching duties as are appropriate to the requirements of the course and consistent with your areas of expertise.

Student Support and Guidance
Ensure that students enrolled on the Course are appropriately supported and provided with timely and constructive guidance for their academic development and pastoral care, fulfilling the policies and procedures of the University and the College and utilising appropriate channels and media

In liaison with the Academic Administration Coordinator/Programme Manager ensure that information provided to students enrolled on the Course is current, accessible and consistent.

Contribute to information provided to students by the University, College and Programme

Ensure the maintenance of standards of student discipline on the Course as detailed within the Student Charter

Ensure effective liaison with, and organisation of student representatives for the course.

Student Progression and Achievement
In liaison with the Programme Administrartion Manager and Course Support, ensure that student records are maintained which are current, accurate and constructive.

Be responsible for and, where appropriate, lead the recruitment and selection processes applicable to the Course, ensuring the correct delivery of the University Admissions Policy

Managerial
Contribute to the leadership and management of the Programme by working with academic, administrative, managerial and technical colleagues to ensure quality, consistency and clarity of course delivery.

Recruit, lead, manage and support the academic staff responsible for the delivery of courses, setting, promoting and maintaining appropriate educational and professional standards of good practice in all aspects of course organisation, administration and delivery.

Work with colleagues across the College to ensure the highest possible standards of student experience in terms of:
  • Course promotion (provision of material, contribution to open days and

other recruitment activities on – and off-site)
- Student progression
- Student recruitment
- Student induction
- Learning support
- Disability support (only in respect of signposting to students and staff how appropriate professional support can be accessed)
- Produce reports and management information as required.

Knowledge Exchange
Promote cultures of external engagement, collaboration, and enterprise within the Programme and amongst the student and staff community.

Operate in a collegiate manner in liaising with appropriate colleagues (i.e. Programme Directors, Enterprise Units & Development Team) in order to contribute to the income generating and related sponsorship activities of the University and College in areas that are directly related to their Academic Programme and areas of specialism.

Professional
Establish and maintain appropriate dialogues and relationships with the subject community (academic, industry, third sector and governmental) and its audiences, nationally and internationally, continually updating knowledge of national academic developments, subject and skills, and relevant industrial and technological developments for the benefit of the course, colleagues and students.

Undertake research and/or professional practice to maintain your subject currency as part of own continuing professional development to ensure you maintain your position as a leader in your field, actively promoting and contributing to the professional and research profile of the Programme, as an individual and through research groups and / or consultancy projects.

Support and contribute to the Course, Programme, College and University's external profile.

Make a constructive contribution to the development of the broader academic and cultural direction of the College as required

General
•To perform such duties consistent with your role as may from time to time be assigned to you anywhere within the University.
•To undertake health and safety duties and responsibilities appropriate to the role.
•To work in accordance with the University's Staff Charter and Dignity at Work Policy, promoting equality, diversity and inclusion in your work.
•To undertake continuous personal and professional development, and to support it for any staff you manage through effective use of the University's Planning, Review and Appraisal scheme and staff development opportunities.
•To make full use of all information and communication technologies to meet the requirements of the role and to promote organisational effectiveness.
•To conduct all financial matters associated with the role in accordance with the University's policies and procedures, as laid down in the Financial Regulations.
•To personally contribute towards reducing the university's impact on the

environment and support actions associated with the UAL Sustainability Manifesto (2016 – 2022).

Key Working Relationships -
- Senior managers
- Managers at same level
- Academic staff managed
- Programme Administration, Course Support, Registry, and Quality.
- External partners
- Students

Specific Management Responsibilities -

Course Budgets -
Assist Programme Director by monitoring expenditure across following budget areas -
- Associate Lecturer/Visiting Practitioner budget, in association with the Programme Director
- Consumables budget
- Project budgets

Course Staff -
- Established academic staff
- Associate Lecturers / Visiting Practitioners

Other (e.g. accommodation, equipment) -

To ensure appropriate staff are taking action where the following are in need of repair or maintenance -

- Academic office(s) and associated equipment, fixtures and fittings
- Online learning resources and platforms

Signed -   ALEX SCHADY   (Recruiting Manager)

Date of last review -   06 March 2023

The application form sets out a number of competence questions related to some of the following selection criteria. Shortlisting will be based on your responses to these questions. Please make sure you provide evidence to demonstrate clearly how you meet these criteria.

Person Specification	
Specialist Knowledge/Qualifications	Undergraduate degree in the arts, fine art or associated subject. Higher degree (e.g. MA) in the creative arts, fine art or associated subject **(Desirable).** Teaching qualification (PG Cert or equivalent) **(Desirable).** Member of the Higher Education Academy **(Desirable).** Developing a profile in the field/s relevant to fine art and art and science creative practices.
Relevant Experience	Experience of facilitating, teaching and a background in fine art practices. Experience of successfully managing a team at UG or PG level, delivering positive student experience and building staff and student community. Experience of planning and delivery of activities through a range of face to face teaching and digital platforms.
Communication Skills	Communicates effectively orally and in writing adapting the medium and the message for a diverse audience in an inclusive and accessible way.
Leadership and Management	Motivates and leads a team effectively, setting clear objectives to manage performance.

Person Specification	
Research, Teaching and Learning	Applies innovative digital approaches to course leadership, teaching, learning or professional practice to support excellent teaching, pedagogy and inclusivity.
	Applies own research to develop learning and assessment practice.
Professional Practice	Contributes to advancing professional practice/research or scholarly activity in own area of specialism.
Planning and managing resources	Plans, prioritises and manages resources effectively to achieve long term objectives.
Teamwork	Builds effective teams, networks or communities of practice and fosters constructive cross team collaboration.
Student experience	Contributes to improving or adapting provision to enhance the online student experience or customer service.
Creativity, Innovation and Problem Solving	Suggests practical solutions to new or unique problems.

Last Updated -   07 03 2023